



Business Analysis Fundamentals

COURSE DESCRIPTION

This two-day course will provide foundational skills in business analysis. Students will learn the basic roles of stakeholders and how to gather real requirements from each stakeholder; allow requirements gathering to influence the business case; and use communication techniques to strengthen stakeholder relationships throughout the entire project process. The course aligns with *A Guide to Business Analysis Body of Knowledge (BABOK®)*, 3rd edition. Students will use discussion, cases, and group activities to facilitate the course.

OBJECTIVES

- **Review an overview of business analysis**
 - Discuss the history of business analysis
 - Show the Business Analysis Overview Process
 - List BABOK®'s knowledge areas
 - Define key terms used in business analysis
 - Examine the Business Analysis approach
 - Define the business analyst role
 - Define business analyst competencies
 - Examine the Business Analysis tiers
- **Analyze the Requirements**
 - Examine requirements elicitation
 - Explain the Feasibility Study
 - Examine product and project scope
- **Uncover and Analyze Needs**
 - Compare Needs and Requirements
 - Design a Root Cause Analysis
 - Create the Business Case
 - Manage and Enforce the Scope
 - Define the Scope
- **Validate and Verify Solutions**
 - Define and detail solution assessment and validation
 - Discuss validation techniques
 - Discover techniques for managing requirements traceability
- **Create a Business Analysis Plan**
 - Examine the Business Analysis Planning Process
- **Identify stakeholders and their roles**
 - List requirements interview questions
 - Define active listening
- **Define and Manage Requirements**
 - Compare Functional and Supplemental requirements
 - Examine types of requirements
 - Define and detail requirements management
 - Review guidelines for writing requirements
- **Examine Project Life Cycle Models**
 - Define and model approaches including waterfall, vee, agile, rad, legacy, prototype, evolutionary, and spiral
- **Create Tools for Use**
 - Examine the Zachman Framework for Understanding Organizations
 - Summarize Business Drivers
- **Choose the Right Analysis Techniques**
 - Analyze models for requirement analysis
 - Discuss estimation techniques
- **Moving from Planning to Implementation**
 - Prepare requirements package
 - Examining transitioning
- **Examine Communications in Business Analysis**
 - Discover the Business Analyst's role
 - Examine Business Analysis in an Agile methodology

Class Dates/Cost/Location

<u>CLASS DATES</u>	<u>PDU's</u> ^{1,2}	<u>COST</u>	<u>TIME</u>	<u>LOCATION</u>
September 7-8, 2017	14	\$245 per participant*	8:30 a.m. - 4:30 p.m.	Topeka

¹The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit's (PDU's).

²PMI's Talent Triangle Breakdown: Technical – 14.00

*2.5% administrative fee included

Course Registration

- The link to the class registration form can be found at: <http://oits.ks.gov/kito/epmo/kito-project-management-training>. The form can be filled in online and emailed to KITO@ks.gov.

Cancellation Policy

Cancellations up to twenty (20) business days prior to the class date – 100% refund

Cancellations less than twenty (20) business days prior to the class date – no refund

PM Information can be found at <http://oits.ks.gov/kito/>